



STATE OF FLORIDA
DEPARTMENT OF COMMUNITY AFFAIRS

"Dedicated to making Florida a better place to call home"

JEB BUSH
Governor

COLLEEN CASTILLE
Secretary

October 1, 2003

PLEASE SIGN & RETURN THE ENCLOSED CONTRACTS -VIA OVERNIGHT DELIVERY

Mr. Jeri Bush
Leon County Volunteer Center
918 Railroad Avenue
Tallahassee, Fl. 32310

RE: FUND OFFERING LETTER

Dear Mr. Bush:

We are pleased to inform you that your Citizen Corps/CERT (Community Emergency Response Team) grant application under the FEMA funding has been approved for an award in the amount of \$ 35,000.00. The Department of Community Affairs, Division of Emergency Management, is pleased to forward to you an Agreement for your recently awarded funds. Enclosed are four (4) copies to be executed by the proper official.

Prior to execution of this Agreement, you are asked to carefully review it in its entirety. Section 10(c), Notice and Contact, page 8 must be completed on all copies before returning the Agreements to the Department. Also, provisions under Section 16 (b) Funding/Consideration allows you to request an advance of funds. The advance of funds may not exceed the expected cash needs of the Recipient within the first three months of the agreement. If an advance payment is requested, the budget data on which the request is based and justification statement must be completed on Attachment F (Justification of Advance) on all copies.

ALL 4 COPIES NEED AN ORIGINAL SIGNATURE AND MUST BE SIGNED BY THE SAME AUTHORIZED OFFICIAL WHO SIGNED THE APPLICATION GRANT. ALL 4 COPIES NEED TO BE SIGNED AND RETURNED ASAP-PREFERABLY WITHIN 14 DAYS. PLEASE RETURN THE SIGNED CONTRACTS VIA OVERNIGHT DELIVERY.

If there are any questions contact Tom Weaver, CERT State Coordinator at 850-413-9891 or Ted Keith at 850-413-9817 (M-W) (who is covering Tom Magnuson's position Oct 1-20 while Tom is working Hurricane Isabel recovery). Tom Magnuson, CERT Grants Manager should be back on Oct. 20th and can be reached at 850-414-7768.

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